United Nations ST/IC/2006/33

Secretariat

21 August 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations**

1. The Secretariat has received a note verbale dated 17 July 2006 from the United States Mission to the United Nations, in which the Mission informs the Secretariat of the revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission.

2. Staff members are reminded that the United States Mission is currently located at 140 East 45th Street, between Third and Lexington Avenues.

3. The note verbale is set out in the annex to the present circular.

* The present circular will be in effect until further notice.

06-47590 (E) 230806

Annex

Note verbale dated 17 July 2006 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and hereby announces revised procedures for picking up documents processed by the Host Country Affairs Section of the Mission.

Effective 24 July 2006, United Nations personnel will be able to pick up employment authorization cards and approved travel requests on a daily basis. A representative of the Host Country Affairs Section will be present on the 8th floor of the United States Mission to distribute documents from 11 a.m. to noon, Monday through Friday. United Nations personnel are advised to make every effort to retrieve their documents during the allotted time.